

# Meeting English — A1

## Lesson 2: People and Roles

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_

### Vocabulary

| Word      | Type        | Definition   | Example                                     |
|-----------|-------------|--|---|
| host      | <i>noun</i> | the person who organises and runs a meeting                        | The host welcomes everyone at the start.    |
| guest     | <i>noun</i> | a person who is invited to a meeting but is not a regular member   | We have a guest speaker today.              |
| manager   | <i>noun</i> | a person who is in charge of a team or department                  | The manager will lead the meeting.          |
| team      | <i>noun</i> | a group of people who work together                                | Our team meets every Friday.                |
| member    | <i>noun</i> | a person who belongs to a group or team                            | Every member should speak at the meeting.   |
| organise  | <i>verb</i> | to plan and arrange something                                      | Can you organise the next meeting?          |
| invite    | <i>verb</i> | to ask someone to come to a meeting or event                       | Please invite the new staff to the meeting. |
| present   | <i>verb</i> | to show or explain something to a group                            | She will present the sales results.         |
| note      | <i>verb</i> | to write down important information                                | Please note the action points.              |
| introduce | <i>verb</i> | to tell people your name or someone else's name for the first time | Let me introduce our guest speaker.         |

### Exercise 1: True or False

Read each statement. Write True or False on the line.

1. A host organises and runs the meeting. \_\_\_\_\_
2. A guest is a regular team member. \_\_\_\_\_
3. A manager is in charge of a team. \_\_\_\_\_
4. To organise means to cancel a meeting. \_\_\_\_\_
5. To invite means to ask someone to come. \_\_\_\_\_
6. To present means to show something to a group. \_\_\_\_\_
7. A member belongs to a group or team. \_\_\_\_\_
8. To introduce means to leave the meeting. \_\_\_\_\_

## Exercise 2: Multiple Choice

Circle the correct answer.

1. The \_\_\_\_\_ welcomes everyone at the start.  
a) member b) guest c) host d) manager
2. We have a \_\_\_\_\_ speaker at today's meeting.  
a) team b) guest c) host d) note
3. Can you \_\_\_\_\_ the next meeting?  
a) present b) note c) organise d) invite
4. Please \_\_\_\_\_ the new staff to the meeting.  
a) note b) present c) introduce d) invite
5. She will \_\_\_\_\_ the sales results.  
a) organise b) present c) note d) invite
6. Every \_\_\_\_\_ should speak at the meeting.  
a) guest b) host c) manager d) member
7. Let me \_\_\_\_\_ our guest speaker.  
a) note b) introduce c) invite d) organise
8. Please \_\_\_\_\_ the action points.  
a) organise b) invite c) note d) present

## Exercise 3: Matching

Match each word or phrase (1–8) with its definition (a–h).

- |              |  |
|--------------|--|
| 1. host      | a. to show or explain to a group               |
| 2. guest     | b. to plan and arrange something               |
| 3. manager   | c. to ask someone to come                      |
| 4. organise  | d. a person invited but not a regular member   |
| 5. invite    | e. a person in charge of a team                |
| 6. present   | f. to write down important information         |
| 7. note      | g. to tell people your name for the first time |
| 8. introduce | h. the person who organises and runs a meeting |

## Exercise 4: Gap Fill

**Word bank:** present | invite | organise | introduce | member | note | guest | host

1. The \_\_\_\_\_ welcomes everyone at the start of the meeting.
2. We have a \_\_\_\_\_ speaker today.
3. Can you \_\_\_\_\_ the next meeting?
4. Please \_\_\_\_\_ the new staff to the meeting.

5. She will \_\_\_\_\_ the sales results.
6. Please \_\_\_\_\_ the action points.
7. Let me \_\_\_\_\_ our guest speaker.
8. Every \_\_\_\_\_ should speak today.

### Exercise 5: Word Order

Put the words in the correct order to make a sentence.

1. The / host / welcomes / everyone / at / the / start.
2. We / have / a / guest / speaker / today.
3. Can / you / organise / the / next / meeting?
4. Please / invite / the / new / staff / to / the / meeting.
5. She / will / present / the / sales / results.
6. Please / note / the / action / points.
7. Let / me / introduce / our / guest / speaker.
8. Every / member / should / speak / today.

### Exercise 6: Word Sort

Sort the words into the correct category.

**Words:** organise | manager | guest | team | present | host | invite | introduce | note | member

| Nouns |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |

  

| Verbs |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |

### Exercise 7: Complete the Conversation

Fill in the missing word in each line.

**Lena:** Good morning. I am your \_\_\_\_\_ today.

**Tom:** Thank you. I am a \_\_\_\_\_ from the London office.

**Lena:** Let me \_\_\_\_\_ you to the team.

**Tom:** Hello, everyone. I'm happy to \_\_\_\_\_ our new project.

**Lena:** Every \_\_\_\_\_ will have time to ask questions.

**Tom:** Great. Should I \_\_\_\_\_ the key points?

**Lena:** Yes, please. Our \_\_\_\_\_ will also join us soon.

**Tom:** Shall I \_\_\_\_\_ her to join the call?

## ■ ANSWER KEY — Do Not Distribute to Students

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### Exercise 1: True or False — Answers

1. True
2. False
3. True
4. False
5. True
6. True
7. True
8. False

### Exercise 2: Multiple Choice — Answers

1. c) host
2. b) guest
3. c) organise
4. d) invite
5. b) present
6. d) member
7. b) introduce
8. c) note

### Exercise 3: Matching — Answers

1. host → h) the person who organises and runs a meeting
2. guest → d) a person invited but not a regular member
3. manager → e) a person in charge of a team
4. organise → b) to plan and arrange something
5. invite → c) to ask someone to come
6. present → a) to show or explain to a group
7. note → f) to write down important information
8. introduce → g) to tell people your name for the first time

### Exercise 4: Gap Fill — Answers

1. host
2. guest
3. organise
4. invite
5. present
6. note
7. introduce
8. member

### Exercise 5: Word Order — Answers

1. The host welcomes everyone at the start.

2. We have a guest speaker today.
3. Can you organise the next meeting?
4. Please invite the new staff to the meeting.
5. She will present the sales results.
6. Please note the action points.
7. Let me introduce our guest speaker.
8. Every member should speak today.

### **Exercise 6: Word Sort — Answers**

**Nouns:** host, guest, manager, team, member

**Verbs:** organise, invite, present, note, introduce

### **Exercise 7: Complete the Conversation — Answers**

1. Lena: Good morning. I am your host today.
2. Tom: Thank you. I am a guest from the London office.
3. Lena: Let me introduce you to the team.
4. Tom: Hello, everyone. I'm happy to present our new project.
5. Lena: Every member will have time to ask questions.
6. Tom: Great. Should I note the key points?
7. Lena: Yes, please. Our manager will also join us soon.
8. Tom: Shall I invite her to join the call?